

Appendix I

Using Flip Charts

- ✓ **Use the right markers.** Instead of normal magic markers that may bleed through the page, try markers that are specially designed for flip charts.
- ✓ **Use colors you can read.** Pink, yellow and orange markers are difficult to see from a distance.
- ✓ **Print your text and titles neatly and clearly.** If you have less than perfect penmanship, you may consider asking some one else to make the charts for you.
- ✓ Use a combination of upper/lower case letters; they are easier to read.
DON'T USE ALL CAPITAL LETTERS.
- ✓ Use the 6 X 6 rule: only write six lines of text and only six words per line.
- ✓ Alternate colors between lines to help participants distinguish between the text on each line.
- ✓ Remember that a flip chart is a training aid. If its use doesn't enhance your training, it could become a hindrance.